

GETTING STARTED GUIDE

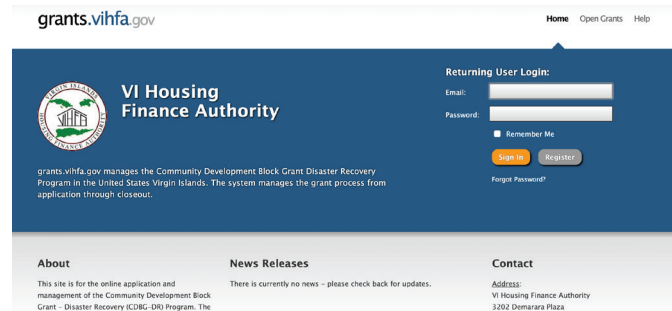
A guide on logging in and getting started in EMGrantsPro



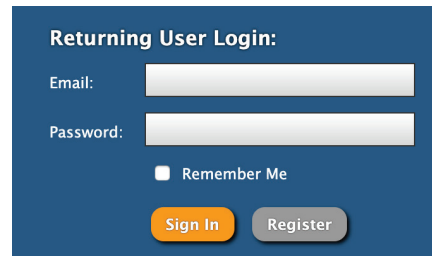
New Users – Register for Access

If you are a new user, with no username/password for the system, follow these steps:

1. Go to **grants.vihfa.gov**



2. On the main login page, click the “Register” button directly beside the “Sign In” button.



3. Complete the user registration form. Note that red required fields must be filled in before you can submit the form.

Register for Access

Name Prefix:

First Name:

Middle Name:

Last Name:

Name Suffix:

Title:

Email:

Phone - Business:

4. Click the “Register” button at the bottom of the form to submit. The State’s System Administrator will then be notified of your request. Upon approval, you will receive a username and password via email, likely within 1-2 business days.

Grant Number:

Position:

Assignment Description:

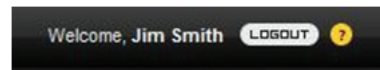
If you don't want this user assigned to all Grants & Projects for the given organization, specify the ones which they should be restricted to.

QUICK START GUIDE

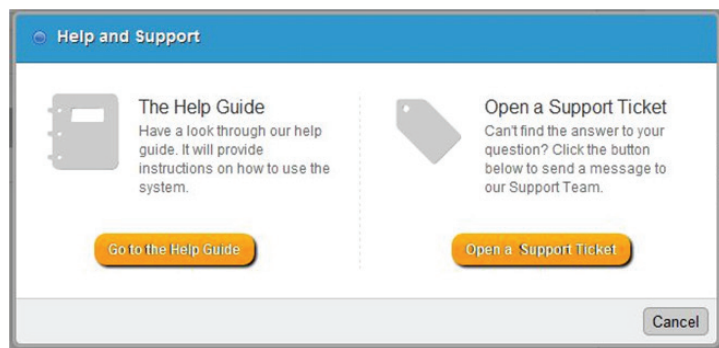
Getting Help

When logged into the system, if you need advanced help on anything you may access the built-in training tools following these instructions:

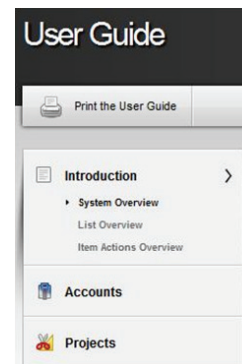
1. Click on the Help icon in the top-right hand corner of the screen (yellow question mark).



2. Select "Go to the Help Guide" in the dialog that pops up.



3. You are now in the user guide and may open any section with the tabs on the left. To print the entire user guide, click the "Print the User Guide" button in the action bar.



4. You can additionally access the 'Training Videos' by returning to the Help icon (yellow question mark) and selecting the 'Go to Training Videos' button.

